V.F. (C.B.)
Ontario. Employment Equity Act, 1993.

GETTING READY

Preparing for Ontario's Employment Equity Act

This booklet is for information purposes only. The *Employment Equity Act* will be interpreted by the Employment Equity Tribunal and the Courts of Ontario. Organizations should refer to any future decisions of the Tribunal and the Courts, and to the specific language of the *Act* and *Regulations*, when complying with the *Act*.

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USING THIS BOOKLET

Who is this booklet for?

This booklet, Getting Ready — Preparing for Ontario's *Employment Equity Act*, is for everyone who will participate in making employment equity happen in the workplace: employers, bargaining agents and employees, including designated group members — Aboriginal people, persons with disabilities, members of racial minorities and women.

This booklet will also interest designated group organizations and others who may be involved in the employment equity process.

What does this booklet do?

Getting Ready:

- encourages employers, employees and bargaining agents to work together to prepare for when the *Employment Equity Act* takes effect;
- highlights the requirements of the *Employment Equity Act* and its *Regulations;*
- emphasizes that requirements and timeframes vary;
- stresses the importance of planning and developing appropriate organizational systems;
- describes the supports available from the Office of the Employment Equity Commissioner and the Employment Equity Commission.

What does this booklet provide?

It provides information to make it easier for organizations to prepare for when the *Act* takes effect. It is not intended to answer all your questions.

Beginning September, 1994, the Employment Equity Commission will provide more detailed information and guidance, in the form of guidelines and working documents, materials and educational services. Data systems will be available at a later date.

The booklet has three sections.

I. Introduction

II. Getting Ready

A. Knowing the Legislation

This section highlights the key elements of the *Employment Equity Act*. It identifies the four basic employment equity planning steps everyone will be working to achieve. It also

identifies the processes and systems that organizations will need to implement employment equity.

B. Determining Requirements

This section provides more details about the key elements of the *Act*. It helps organizations identify the extent of their requirements to prepare their initial plan.

C. Identifying Partners and Processes

Some of the people and processes organizations can identify now to help them carry out their legislative requirements are outlined here. This section also briefly explains the next steps for organizations, beyond developing the initial plan.

III. Support Materials and Services

Section III summarizes the services and support materials the Office of the Employment Equity Commissioner and the Employment Equity Commission will provide to help organizations implement employment equity. Brief descriptions and the scheduled dates materials will be available are also included.

Getting Ready

1. Know the legislation
2. Determine requirements
3. Identify partners and processes

I. INTRODUCTION

The *Employment Equity Act* and its accompanying *Regulations* come into effect September 1, 1994.

On that day, called the "effective date", most Ontario employers, employees and bargaining agents will begin to work together to move toward employment equity.

Employment equity aims to ensure fair and equitable treatment for all people. To accomplish this, the *Act* requires employers to develop plans to remove any barriers that adversely affect members of designated groups in the workplace.

The legislation will affect employers and bargaining agents of various sizes in the public, broader public and private sectors. Organizations will be responsible for meeting important milestones. They will have different timelines and requirements, depending on the sector and number of people employed.

What are the principles of employment equity?

The *Act* sets the standard that employers must make "reasonable progress" toward achieving the principles of employment equity. These principles, as stated in the *Act*, are that:

- members of designated groups have the right to be considered for jobs, hired, retained, treated and promoted at work without having to face discriminatory barriers;
- over time, every employer's workforce, at each level and in each job category, should reflect the representation of designated groups in the community;
- every employer must make sure that its employment policies and practices are free of systemic and deliberate barriers;
- every employer must put in place positive measures to help recruit, employ, retain, promote and treat fairly members of the designated groups;
- every employer must put in place supportive measures to help recruit, employ, retain, promote and treat fairly members of the designated groups and that will benefit the workforce as a whole.

Are all Ontario employers covered by the *Act*?

Almost three-quarters of Ontario's workforce, involving nearly 17,000 employers across the province, are covered by the *Employment Equity Act*.

There are, however, employers who are **not** covered by the *Act*. These include:

- employers in the broader public sector — including municipalities, school boards, colleges, universities, hospitals, social service agencies and child care centres — with fewer than 10 employees;
- employers in the private sector with fewer than 50 employees;
- all police services, including the Ontario Provincial Police, which have employment equity obligations under the *Police Services Act* ;
- federally regulated employers in Ontario, such as banks, because they are not subject to provincial employment legislation.

Employers in Aboriginal workplaces and the construction industry will have special regulations adapting the requirements of the *Act* to their circumstances. Since consultations with these parties are continuing, timeframes for these employers will be extended by one year.

Seasonal employees in the agricultural industry are exempt from the *Act*, under a specific regulation.

What are the major requirements?

Listed below are the four basic steps employers, and bargaining agents, where applicable, must follow.

1. Inform employees about the employment equity principles and process.
2. Survey their workforce to determine how many Aboriginal people, persons with disabilities, members of racial minorities and women are in the workplace.
3. Review workplace policies and practices to identify discriminatory barriers facing members of the four designated groups.
4. Develop a plan(s) to remove barriers and make reasonable progress towards achieving employment equity.

The legislation provides for modified requirements for small employers. A small employer in the broader public sector is one with 10 to 49 employees; a small employer in the private sector has 50 to 99 employees.

When do employers have to complete these requirements?

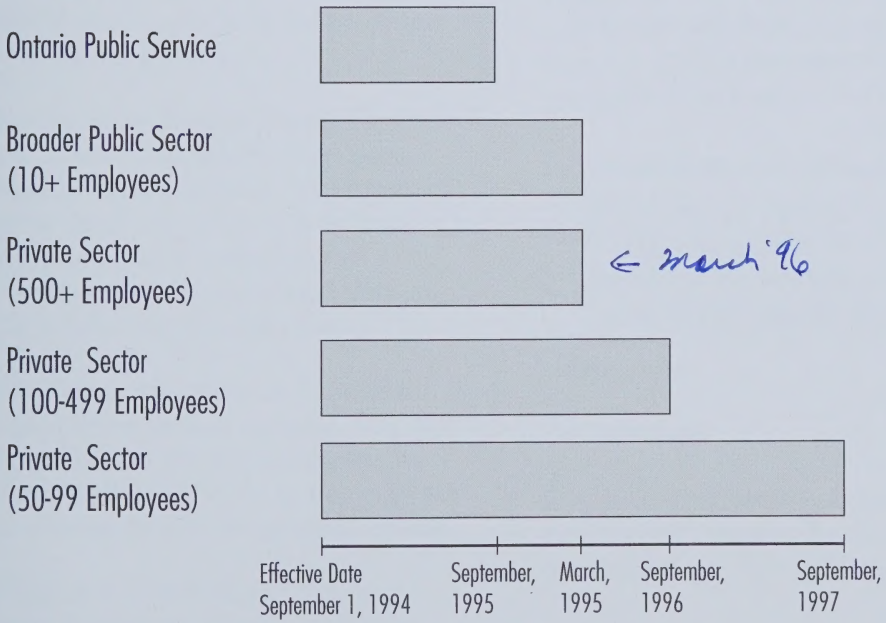
Different types and sizes of employers have different timeframes for completing the planning and development

process. The *Act* requires employers to complete the four steps within a set time period after the effective date. The time periods for compliance are listed below:

- the Ontario Public Service has 12 months;
- broader public sector employers with more than 10 employees have 18 months;
- private sector employers with 500 or more employees also have 18 months;
- private sector employers with 100 to 499 employees have 24 months;
- private sector employers with 50 to 99 employees have 36 months.

The chart, *Employment Equity Implementation Schedules for the Initial Plan*, shows the time available for informing employees, completing the workforce survey, reviewing employment policies and practices, and developing the initial plan.

Employment Equity Implementation Schedules for the Initial Plan



When will the Employment Equity Commission be established?

The Employment Equity Commission will be formally established as an independent, arm's-length agency on September 1, 1994.

The Commission will facilitate and monitor employment equity in Ontario. It will:

- provide information and materials to employers, employees and bargaining agents;
- offer general guidance on how to implement employment equity;
- issue policy directives on employment equity;
- provide public education;
- conduct audits, with the power to effect settlements or order employers to comply with the legislation;
- conduct public consultations;
- provide an annual report, which includes information and data on progress made toward achieving employment equity in Ontario.

When will the Employment Equity Tribunal be established?

The Tribunal will also be formally established on September 1, 1994. As mediator and adjudicator, it will:

- mediate cases;
- make final decisions on complaints and disputes regarding compliance with the *Act;*
- resolve disagreements between employers and bargaining agents;
- hear appeals of orders of the Employment Equity Commission;
- hear matters referred to it by the Employment Equity Commission.

II. GETTING READY

A. Knowing the Legislation

Now may be the time for all those involved in implementing employment equity to become familiar with the legislation. The *Employment Equity Act* provides the principles and legislative requirements. The *Regulations* set out the specific steps and obligations of employers to implement employment equity in their workplace. This section briefly describes the components required to develop the initial plan(s).

Employers, and bargaining agents, where applicable, will have to decide if more than one plan will be prepared for their workplace.

The chart *Employment Equity Framework for the Initial Plan* on the next page illustrates the four basic employment equity steps everyone will follow for each plan. It also identifies the processes and systems organizations will need to implement them.

Specific requirements of these basic steps, processes and systems will vary depending on the size of the organization and whether or not employees are represented by bargaining agents.

The section Determining Requirements, found on page 12, will help organizations identify their specific requirements.

Joint Responsibilities

Where employees are represented by bargaining agents, the *Act* requires employers and bargaining agents to jointly:

- inform employees;
- conduct the workforce survey;
- review employment policies and practices;
- develop, review and revise the employment equity plan.

Implementing the plan is the sole responsibility of the employer.

Under the *Act*, a bargaining agent is any trade union or other organization that has the legal right to bargain for a group of employees.

In undertaking their joint responsibilities, bargaining agents will represent their respective members only. And in workplaces with more than one bargaining agent, a co-ordinating committee must be established.

Consultations

Employers must set up a process to consult with employees, including designated group members, who are

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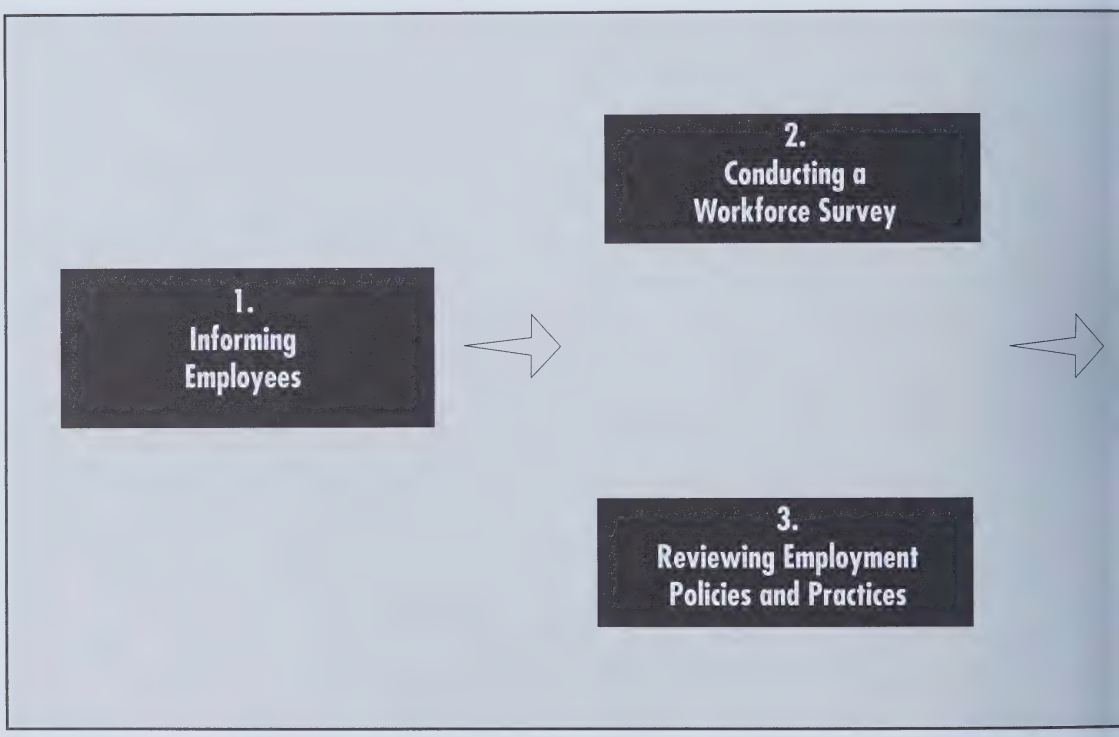

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4.
Developing an
Employment Equity
Plan

Certificates

Reports

and Maintenance

not represented by a bargaining agent. Employees must be consulted about the workforce survey, the review of employment policies and practices, and the employment equity plan which applies to them.

If none of the organizations' employees being consulted are from a particular designated group, the employer must request information from the Employment Equity Commission on how to address the concerns of this group.

Bargaining agents must consult with their members who are designated group members. If a bargaining agent has no members from a particular designated group or if members of that designated group do not participate in the consultation, it must request information from the Employment Equity Commission on how to address concerns of that group.

The Four Steps

1. Informing Employees

Employers, and bargaining agents, where applicable, are required to communicate with employees about employment equity. The success of employment equity depends on everyone understanding its purpose and the way it will be implemented in the workplace.

2. Workforce Survey

All employers, and bargaining agents, where applicable, must establish a profile of their organization. A workforce survey will show how many members of each designated group are employed in the workplace at a particular point in time. The survey asks employees to voluntarily identify whether they are a member of a designated group(s). All forms must be returned to the employer.

The survey helps organizations determine areas where designated groups are under-represented. It is also a useful benchmark to see how successful the employment equity plan has been.

3. Review of Employment Policies and Practices

All employers, and bargaining agents, where applicable, are required to examine policies and practices for recruiting, hiring, retaining, treating and promoting employees.

Based on their reviews, and using information provided by the workforce survey, employers, and bargaining agents, where applicable, will then determine if any of these policies or practices are barriers to the fair treatment of members of the designated groups.

The *Act* provides that seniority rights concerning lay-offs or recall to work after lay-off will not be considered barriers to employment. Other seniority rights will not be considered barriers unless a board of inquiry under Ontario's *Human Rights Code* rules that they discriminate against members of a designated group.

4. Employment Equity Plan

Once employment barriers have been identified, employers, and bargaining agents, where applicable, need to develop a three-year plan(s) that documents their commitment to change.

An employment equity plan lists the barriers that will be removed during the term of the plan, describes the measures that will be put in place and timetables for implementing them.

The measures include: barrier elimination measures, positive measures, measures to accommodate designated group members, supportive measures and anti-harassment and anti-discrimination measures.

As part of their plan, all but small employers must set numerical goals for each designated group, by occupational group, as well as timetables for achieving these goals.

Only the Ontario Public Service must file a copy of the plan with the Commission.

Data Collection and Maintenance

Employers must keep records for employment equity purposes. The records must be kept up to date, confidential and used only for employment equity purposes. To establish records, organizations will need a data or information system — either manual or automated — to handle employee data and generate reports.

Employers will also use external employment equity data for comparison with their internal representation, and to set numerical goals where required.

Certificates

The legislation requires all employers, and bargaining agents, where applicable, to prepare and submit one certificate to the Employment Equity Commission for each employment equity plan. The certificate indicates that the employer has carried out the steps and processes required by the legislation, and prepared the necessary reports. It also states where a copy of the employer's report is kept.

Reports

After preparing the initial plan(s), employers must compile a report(s). Future reports will be required after each three-year plan(s) has expired. A comparison of the two reports will show organizations how successful they have been in implementing employment equity.

Most employers send their report(s) to the Commission only if requested. The exceptions are: the Ontario Public Service, and municipalities, school boards, colleges, universities and hospitals with 50 or more employees. They must submit a copy of their report to the Commission.

B. Determining Requirements

After reviewing their major legislative obligations, the next step for organizations may be to obtain an overview of the extent of their requirements.

The chart *Major Requirements for the Initial Plan* found on the following pages provides an easy-reference check list for employers, small employers who have modified requirements, and bargaining agents.

It is not intended to provide a thorough description of these requirements. For this detailed information, refer to the legal texts, guidelines and working documents described in Section III.

Some organizations may have already met some of their requirements, or established processes and systems to help them meet those requirements. Organizations may wish, at this time, to assess their current status against their requirements.

Major Requirements for the Initial Plan

For this chart, the term employers refers to all but small employers. A small employer in the broader public sector is one with 10 to 49 employees; a small employer in the private sector has 50 to 99 employees. A bargaining agent is any trade union or other organization that has the legal right to bargain for a group of employees.

When a requirement is indicated for both employers and bargaining agents, or small employers and bargaining agents, it is a joint responsibility under the *Act*.

Major Requirements for the Initial Plan

MAJOR REQUIREMENTS	EMPLOYERS	SMALL EMPLOYERS	BARGAINING AGENTS
Consultations			
Establish a process for consulting with unrepresented employees about the survey, review and plan.	✓	✓	Not applicable
Provide an effective means for unrepresented employees to identify barriers and comment on the employer's proposals for the plan(s).	✓	✓	Not applicable
Consult with unrepresented employees of each designated group.	✓	✓	Not applicable
Request information from the Commission if there are no unrepresented employees being consulted from a particular designated group.	✓	✓	Not applicable
Consult with represented employees of each designated group.	Not applicable	Not applicable	✓
Request information from the Commission if there are no represented employees being consulted from a particular designated group.	Not applicable	Not applicable	✓
Make related information accessible to employees.	✓	✓	Not applicable

MAJOR REQUIREMENTS	EMPLOYERS	SMALL EMPLOYERS	BARGAINING AGENTS
Informing Employees			
Inform all employees about:			
■ the principles of employment equity before taking any other steps;	✓	✓	✓
■ the purpose of the workforce survey, the review of employment policies and practices, and the employment equity plan before each of these is started.	✓	✓	✓
Post or make available related information.	✓	✓	Not applicable
Provide all information to the bargaining agents that is necessary for them to effectively carry out their joint responsibilities.	✓	✓	Not applicable
Workforce Survey			
Determine if a previous survey meets the *Regulations'* requirements. **If not:**	✓	✓	✓
■ distribute a survey questionnaire to every employee;	✓	✓	✓
■ make reasonable efforts to help employees understand or complete the questionnaire;	✓	✓	✓
■ ensure every employee returns the questionnaire.	✓	✓	✓
Determine the representation of designated group members:			
■ within the workforce;	Not applicable	✓	✓
■ within the occupational groups, for each geographical area.	✓	Not applicable	✓
Keep the survey up to date.	✓	✓	✓

MAJOR REQUIREMENTS	EMPLOYERS	SMALL EMPLOYERS	BARGAINING AGENTS
Review of Employment Policies and Practices			
Determine if a previous survey meets the *Regulations'* requirements. **If not:**	✓	✓	✓
■ examine employment policies and practices for recruiting, hiring, retaining, treating and promoting employees;	✓	✓	✓
■ examine in more detail areas such as how employees are trained and developed, and how salaries and benefits are determined;	✓	Not applicable	✓
■ determine whether any policies or practices are barriers.	✓	✓	✓
Employment Equity Plan			
Indicate:			
■ barriers that will be removed during the plan;	✓	✓	✓
■ barriers that will be removed during subsequent plans;	✓	✓	✓
■ measures that will be implemented;	✓	✓	✓
■ timetables for implementing the measures;	✓	✓	✓
■ how implementing the measures will be monitored;	✓	✓	✓
■ the numerical goals for each designated group, by occupational group, that will be achieved during the plan period, and a description of how they were set;	✓	Not applicable	✓
■ timetables for achieving numerical goals;	✓	Not applicable	✓
■ how implementing the numerical goals will be monitored.	✓	Not applicable	✓

MAJOR REQUIREMENTS	EMPLOYERS	SMALL EMPLOYERS	BARGAINING AGENTS
Data Collection and Maintenance			
Establish and maintain records on:			
■ designated group membership, if any;	✓	✓	Not applicable
■ employment history of all employees;	✓	✓	Not applicable
■ occupational group classification of all employees.	✓	Not applicable	Not applicable
Keep:			
■ records up to date, confidential and use only for employment equity purposes;	✓	✓	Not applicable
■ employment equity plan and background information for three years after plan expires;	✓	✓	Not applicable
■ survey questionnaires and related information until the next survey is completed.	✓	✓	Not applicable
Obtain external employment equity data.	✓	✓	Not applicable

MAJOR REQUIREMENTS	EMPLOYERS	SMALL EMPLOYERS	BARGAINING AGENTS
Certificates			
File a certificate(s) with the Commission no later than six months after the plan(s) comes into force.	✓	✓	✓
State that the employer has:			
■ provided information and carried out consultations required under the *Act*;	✓	✓	✓
■ conducted a workforce survey, reviewed policies and practices and prepared an employment equity plan(s);	✓	✓	✓
■ prepared a report on the plan and indicated where the Commission can obtain it.	✓	✓	✓
Indicate the number of:			
■ employees in the workforce and number of members of each designated group among them at the beginning of the plan;	✓	✓	✓
■ employees in each occupational group and the number of members of each designated group among them.	✓	Not applicable	✓
Describe the measures to be implemented during the term of the plan.	✓	✓	✓

MAJOR REQUIREMENTS	EMPLOYERS	SMALL EMPLOYERS	BARGAINING AGENTS
Reports			
Prepare a report(s) on the plan(s) within six months after the plan(s) comes into force.	✓	✓	Not applicable
Indicate the number of:			
■ employees covered by the plan(s);	✓	✓	Not applicable
■ members of each designated group when the plan(s) came into force;	✓	✓	Not applicable
■ employees who returned a survey questionnaire;	✓	✓	Not applicable
■ questionnaires that were completed;	✓	✓	Not applicable
■ employees in each occupational group and number of members of each designated group among them;	✓	Not applicable	Not applicable
■ permanent full-time, permanent part-time, term and seasonal employees and number of each designated group among them.	✓	Not applicable	Not applicable

C. Identifying Partners and Processes

Once an organization is familiar with its requirements under the *Act*, the next step is to determine its starting point.

Employment equity may be new for some organizations.

Others may already have taken steps to prepare for the legislation — either through voluntary employment equity programs, contract compliance programs, or as a result of implementing new human resource management or organizational practices. In these cases, organizations are probably in a good position to build on existing partnerships, processes and systems.

Now may be a good time for organizations to:

- work to develop their own customized approach to employment equity planning;
- assign or reconfirm responsibilities to co-ordinate activities and results to a senior manager, a senior bargaining agent member or other staff/groups;
- ensure all parties — employers, bargaining agents and employees, including designated group members — are approached so they can be involved in the employment equity process;
- establish methods which will be used to share information and make decisions.

This initial planning should help ensure all organizations are better prepared to develop and implement their first employment equity plan under the *Act*.

Beyond the Development of the Initial Plan

Employment equity is an ongoing process. The first three-year plan will provide organizations with a blueprint for change, a benchmark for measuring progress and a basis to review and revise subsequent plans.

Implementing the Plan

Once the plan is completed, employers are responsible for putting it into action. According to the *Act*, employers must make all reasonable efforts to achieve the goals they have set out in their plan, within the timetables they established. Employers must also ensure that their staff know and observe the requirements of the *Act*.

Bargaining agents will have a role to play in supporting employment equity, especially in accommodating special needs.

Designated group associations may form collaborative relationships with employers and bargaining agents to provide information, assist in training activities, improve communications with their members and raise public awareness.

Review and Revision of the Plan

Before the three-year plan is up, employers, and bargaining agents, where applicable, must review their progress towards putting the planinto effect.

The plan will need to be revised using up-to-date information, and then put into action for the next three years.

As well as meeting the requirements of the initial plan, the revised plan must indicate which numerical goals, if any, in the preceding plan were not achieved. It must then describe the measures to be developed and implemented to address the issue.

III. SUPPORT MATERIALS AND SERVICES

The Employment Equity Commission will be established September 1, 1994.

The Commission is committed to working with employers, bargaining agents and employees, including designated group members, to assist them implement the *Act* and *Regulations*. Over the coming year, it will make available services, materials and data systems. These supports will clarify the legislative requirements, and provide suggestions, options and best practices.

The chart *Employment Equity Support Materials and Services* on the next page lists the items as well as the planned dates they will be available.

All of these supports are available in English and French, and some in alternate formats on request. Some have to be purchased, others are free.

To purchase a copy of the legal text of the *Act* and its *Regulations*, call

Publications Ontario

- Outside Toronto, call: 1-800-668-9938
- In Toronto, call: 416-326-5300

TTY users may order through the Citizens' Inquiry Bureau

- Outside Toronto, call: 1-800-268-7095
- In Toronto, call: 416-325-3408

For information on how to obtain all other materials and services, mail or fax the request form found at the back of this booklet, or call the Employment Equity Information Hotline.

- Outside Toronto, call: 1-800-567-0356
- In Toronto, call: 416-314-0016
- TTY, outside Toronto, call: 1-800-663-2534
- TTY, in Toronto, call: 416-314-0011

Description of Support Materials and Services

Legal Texts

Employment Equity Act

The *Act* sets out the broad principles, general framework and legislative requirements of employment equity, and provides the authority to develop regulations.

Regulations

The *Regulations* set out the details of how employment equity will function. They require specific steps to be taken to plan and implement employment equity. There is one general regulation

Employment Equity Sup

	Planned Availability Date
LEGAL TEXTS	
Employment Equity Act (Publications Ontario)	Now
Regulations (Publications Ontario)	Now
GUIDELINES/WORKING DOCUMENTS	
1. Introduction	Fall, 1994
2. Responsibilities and Employee Participation	Fall, 1994
For Bargaining Agents	
Joint Responsibilities	
Consultation Strategy	
Information	
For Unrepresented Employees	
Managing Process	
Consultation Strategy	
Information	
3. Workforce Survey	Fall, 1994
Conducting a Workforce Survey	
4. Data Collection and Maintenance	Fall, 1994
Establishing a Database	
Classifying Positions (NOC)	
Collecting Information	
External Employment Equity Data	Early 1995
Generating Reports	
5. Review of Employment Policies and Practices	Fall, 1994
Collecting Employment Information	
Examining Information	
Identifying Barriers	
6. Employment Equity Plan	Early 1995
Numerical Goals	
Qualitative Measures	
Consultations	
Monitoring Process	
7. Certificates and Reports	Early 1995
Certificates	
Reports	
8. Review and Revision of a Plan	Spring 1995
9. Enforcement	Spring 1995
Employment Equity Commission	
Employment Equity Tribunal	
Offences	

Materials and Services

	Planned Availability Date
COMMUNICATION SUPPORT MATERIALS	
Employment Equity in Action: An Overview of Regulation	Now
Getting Ready — Preparing for Ontario's Employment Equity Act	Now
Equity Works Video	Now
Implementation Overview Video	Fall, 1994
Employment Equity Posters	Now
Employment Equity and You — Pamphlet	Fall, 1994
Employment Equity Commission Newsletter	Now
INFORMATION HOTLINE	Now
EDUCATIONAL SERVICES	
Train the Trainer Workshops: Phase One	Now — Fall, 1994
Overview of Employment Equity	Now — Fall, 1994
Train the Trainer Workshops: Phase Two	Fall, 1994
EMPLOYER MANUAL AND AUTOMATED DATA SYSTEMS	
Instructions — Manual Data System	Fall, 1994
Computer Software — Phase One	Early 1995
Computer Software — Phase Two	Fall, 1995
EXTERNAL EMPLOYMENT EQUITY DATA	Early 1995
COMPLIANCE INFORMATION AND SUPPORT	Fall, 1994

and four other regulations, each applying to one of the following areas: definitions, Aboriginal workplaces, construction industry and agricultural industry.

Guidelines/Working Documents

A series of guidelines will be released beginning September, 1994. These guidelines will help employers, bargaining agents and employees comply with the requirements of the *Employment Equity Act* and its *Regulations*. A plain language summary of the *Act* will also be provided.

The guidelines are designed so that organizations can develop a customized approach which will meet their specific needs.

When appropriate, working documents will also be provided. They will offer greater detail on the administrative elements of each step or process, and where required, examples to copy or model, such as the sample workforce survey questionnaire.

Guidelines and working documents outlining modified requirements for small employers will also be available.

Communication Support Materials

These materials communicate the principles and requirements of the legislation.

Employment Equity in Action — An Overview of Ontario's Employment Equity Regulations

This is an overview of the *Regulations* package and should be used for general information only.

Getting Ready — Preparing for Ontario's Employment Equity Act

This booklet will help anyone involved in developing and implementing employment equity in the workplace. It suggests how organizations can identify and be better prepared to meet their employment equity requirements.

Equity Works Video

This 12-minute video explains the principles of employment equity and the basics of the *Act*. It is an ideal tool to introduce employment equity to any audience. It can complement an organization's education or training activities. The video is currently available on loan.

Implementation Overview Video

A second video will soon be developed to highlight:

- the main steps to implement employment equity;
- the different requirements and timeframes for various employers;
- the services and materials provided by the Employment Equity Commission.

The video will be used in public education seminars and other training sessions.

Employment Equity Posters

Three posters are available to organizations interested in increasing awareness of employment equity in their workplaces. They are most effective displayed in high traffic areas, such as cafeterias and staff lounges. Each poster highlights a different employment equity theme: inclusiveness, working together and good business practice.

Employment Equity and You — Pamphlet

This pamphlet briefly explains the rights and responsibilities of individuals, employers and bargaining agents under the *Act* and *Regulations*.

Employment Equity Commission Newsletter

The Commission will continue to produce and distribute a newsletter, originally established by the Office of the Employment Equity Commissioner. The newsletter will keep readers up to date on employment equity issues, profiles of people in the community, the activities of the Commission and new resource materials.

Information Hotline

The Employment Equity Commission will continue to operate the telephone hotline service. It provides general information on employment equity legislation, and services and materials available from the Commission.

Educational Services

Commission staff will work with associations and umbrella organizations to develop long-term educational services for their members. This approach gives more people access to training. Initiatives will include:

Train the Trainer Workshops: Phase One

This full-day workshop for trainers covers the basic principles and benefits of employment equity. Participants receive a training manual which can be easily customized for use within their workplaces.

Overview of Employment Equity

These two-hour presentations provide an overview of the implementation process.

Train the Trainer Workshops: Phase Two

Available in the fall, these workshops will be offered to those involved in implementing employment equity. They will focus on the administrative requirements and details of

implementation, and review the Commission's guidelines and working documents. Again, participants will receive a training manual which can be easily customized.

Employer Manual and Automated Data Systems

The Commission will provide data systems for employers to help them collect employment equity information and simplify record keeping, data maintenance and reporting.

Instructions for employers who wish to develop a manual employment equity data collection system will be available in the fall, 1994.

Employer software will be released in two phases for organizations using an automated system. Phase one will be released in early 1995. It will handle entry of required employee data and generate a selected number of statistical reports.

Phase two, available in the fall, 1995, will help employers keep their records up to date and meet all data reporting requirements.

External Employment Equity Data

The *Employment Equity Act* aims to ensure Ontario's workplaces reflect the diversity in their communities. To accomplish this, employers will first survey their workforce. They will then compare their workforce representation of designated groups with the representation of designated groups in their community as a whole.

From this information all but small employers, and bargaining agents, where applicable, will set numerical goals and timetables.

All employers, and bargaining agents, where applicable, can use this data to help them identify barriers in their employment policies and practices.

The Employment Equity Commission will, in co-operation with Statistics Canada and Human Resources Development Canada, make available the external employment equity representation and skills data employers need to meet their legislative obligations.

The statistical data, for each designated group, will:

- include the following population groups:
  - the working age population in the geographical area, based on Statistics Canada's 1991 Census and the 1991 Health and Activity Limitation Survey (HALS);
  - people in the geographical area who are in an occupational group;

— people in the geographical area who have the necessary skills to work in each occupational group;

- be consistent with the federal employment equity concepts and definitions, where possible;
- cover the 10 Census Metropolitan Areas in Ontario and selected Canada Employment Centre Management Areas.

This data — called the Employment Equity Data Sets — will be available in early 1995. They will be accompanied by the External Employment Equity Data Guideline and other supporting documents.

Compliance Information and Support

There are circumstances where employers and bargaining agents may wish to turn to the Employment Equity Commission for advice. After September 1, 1994, the Commission **can** be asked to provide:

- an opinion when employers and bargaining agents disagree on whether a previous survey meets the conditions in the *Regulations*;
- an opinion if employers and bargaining agents disagree on whether a previous review of employment policies and practices meets the conditions in the *Regulations*.

There are also circumstances where employers and bargaining agents must turn to the Employment Equity Commission for advice. After September 1, 1994, the Commission **must**:

- be asked for information on how to address the issues of members of a particular designated group if employers and bargaining agents do not have employee or member input from that designated group;
- be notified if employers are using a previous survey or review of policies and practices to make decisions concerning employees not represented by a bargaining agent.

Relevant guidelines to be released in the fall, 1994, will provide more detail on all of these processes.

The Commission will respond to these compliance issues upon written submission beginning September, 1994.

By following the steps in this booklet organizations should be in a position to more easily develop their initial employment equity plan(s) as required by Ontario's *Employment Equity Act*.

GETTING READY

REQUEST FORM

Employment Equity Support Materials and Services

Name _____

Job Title (if applicable) _____

Organization (if applicable) _____

Mailing Address _____

_____

City, Province _____

Postal Code _____

Phone Number ( ) _____

Fax Number ( ) _____

Please indicate which materials you would like to receive:

- ❑ Employment Equity in Action — An Overview of Ontario's Employment Equity Regulations
- ❑ Getting Ready — Preparing for Ontario's *Employment Equity Act* (additional copies)
- ❑ Equity Works Video (available on loan only)
- ❑ Employment Equity Poster Series

  in English ❑ or French ❑

Some materials are available in alternate formats on request.

Would you like to be added to our **general** mailing list and receive the newsletter and information on other materials as it becomes available?

❑ YES ❑ NO

Would you like to be added to our **guidelines** mailing list and receive the guidelines/working documents as they become available?

❑ YES ❑ NO

Fax to: (416) 325-6077

Mail to: The Employment Equity Commission
Support Materials
77 Bloor Street West, 10th floor
Toronto, Ontario
M7A 2R9

Office of the Employment Equity Commissioner
77 Bloor Street West, 10th floor
Toronto, Ontario M7A 2R9

The Employment Equity Information Hotline:
Outside Toronto, call: 1-800-567-0356
In Toronto, call: 314-0016

TTY, Outside Toronto, call: 1-800-663-2534
TTY, In Toronto, call: 314-0011

Ontario